

West Berkshire Council

Integrated Waste Management Contract

Pre - Qualification Questionnaire April 2004

**PLEASE SUBMIT 5 PAPER COPIES (INCLUDING ONE UNBOUND)
AND ONE COPY ON DISC OF YOUR COMPLETED PQQ, TOGETHER
WITH 5 COPIES OF ANY DOCUMENT REQUESTED**

BY: 16:00 ON THE 2nd OF JUNE 2004

**TO:
BILL JENNISON
HEAD OF COUNTRYSIDE AND ENVIRONMENT
WEST BERKSHIRE COUNCIL
COUNCIL OFFICES
FARADAY ROAD
NEWBURY
RG14 2AF**

Please Note:

If further space is needed to answer any questions please complete on a separate sheet clearly marking upon it the number to which it relates.

All questions must be completed

1 Introduction And Instructions

This Pre-qualification Questionnaire (PQQ) has been produced to assist West Berkshire Council in evaluating the economic and financial standing, ability and technical capacity of organisations that have responded to the contract notice despatched to the Official Journal of the European Union on 31st March 2004. It should be read in conjunction with the accompanying Information Pack, which provides information about West Berkshire and the integrated waste management project.

West Berkshire Council is seeking to appoint a service provider to deliver an integrated waste management service. West Berkshire Council believes that integrated and streamlined delivery will result in significant benefits in terms of service delivery. The Council has identified the following five “Core Services” which are critical to the integrated approach to waste management:

- refuse collection
- treatment and disposal
- street cleansing
- recycling and composting
- civic amenity site management.

West Berkshire Council’s strong preference is to work with organisations that have the necessary economic and financial standing and that can clearly demonstrate, at the outset of this procurement process, ability and experience of delivering the waste management services set out in this document, in particular, all of the five Core Services.

The resources, range and depth of skills needed to provide the integrated waste management service (including the five Core Services) are such that organisations may wish to collaborate in delivery. West Berkshire Council will consider applications from:

- a single organisation with experience in delivering all of the Core Services
- a consortium of providers who, between them, have experience of delivering all of the Core Services and who intend to establish a special purpose vehicle for delivery of the integrated waste management service to West Berkshire
- a number of providers who, between them, have experience of delivering all of the Core Services and who intend to form a lead contract and sub-contracting structure.

In the case of submissions by a consortium or a group of providers, West Berkshire Council will assess the group as whole and will assess each member (“Relevant Organisation/s”). West Berkshire Council therefore requires the Relevant Organisations to identify one “Lead Organisation” which will be responsible for the overall preparation and submission of the PQQ. Relevant organisations will be required to provide individual responses to specified parts of the PQQ. These responses must be collated by the Lead Organisations on behalf of all the Relevant Organisations.

It is accepted that a Relevant Organisation may not be able to give all of the information requested because it does not have the relevant experience on its own, although the consortium as a whole should, preferably, be able to provide the information requested.

Collectively, each entity that wishes to bid (whether it is a single organisation or a consortium or group) is referred to as a Bidder.

It is the Council’s intention to award the entire contract to a single Bidder, although there is the possibility that the disposal and / or treatment service may need to be awarded separately (although this is not West Berkshire Council’s favoured option). Bidders are asked to indicate whether they would be prepared to provide this disposal and / or treatment service only.

West Berkshire Council reserves the right to award the contract in parts or in lots (or not at all). The Council also reserves the right to consider applications from organisations unable to deliver all five core elements, but it is likely that preference will be given to Bidders (organisation, consortium or group) who are able to deliver all five Core Services.

The Council also reserves the right to commence the kerbside recycling service early and to enter into separate contractual arrangements in respect of this service.

The questionnaire has been split into 6 sections.

- A Lead Organisation Information
- B Company Information
- C Financial and Economic Information for each Relevant Organisation
- D Technical Capacity and Ability of Relevant Organisations
- E Experience of Working on Similar Projects
- F Policy Information

Please note that if any of the information supplied in the PQQ changes in the ensuing evaluation period, the Relevant Organisation, through the Lead Organisation, is required to notify the Council accordingly.

Please complete the application in English.

Please submit **5 paper copies** (including one unbound) and one copy on disc of your response, together with **5 copies** of any documents requested, e.g. accounts.

These forms and disc must be returned by **2nd June 2004** by 16:00 to:

Bill Jennison
Head of Countryside and Environment
West Berkshire Council
Council Offices
Faraday Road
Newbury
RG14 2AF

2 Selection Stage Evaluation Procedure

Responses to the PQQ will be evaluated in accordance with Articles 29 to 35 of Directive 92/50/EEC Services Directive and the Environmental Protection Act 1990. The following process will be adopted:

Compliance check: to establish that all of the information requested has been provided.

West Berkshire Council may seek clarification in the event of receiving incomplete PQQ responses. The Council reserves the right to reject non-compliant /incomplete PQQs at this stage.

Selection stage evaluation: initial finance check: following the compliance check the Council will undertake an initial financial evaluation based on annual turnover.

It should be noted that an annual turnover threshold of £40 million for the Lead Organisation will exist, and any less than this amount will be deemed to be of insufficient financial and economic standing to deliver the contract and will be automatically excluded without further evaluation unless it can be demonstrated that the company is a leader in its field, can attract other companies to form a consortium or is supported by appropriate guarantees or shareholder commitment as applicable.

Pre-Qualification Procedure

West Berkshire Council will then undertake a detailed selection stage evaluation in order to establish whether Bidders who have passed through the stages above have the required economic and financial standing, ability and technical capacity to deliver the integrated waste management service.

West Berkshire Council will undertake this evaluation using the information provided by Bidders in response to this PQQ. Further details regarding the evaluation matrix to be applied will be provided to Bidders after the end of April 2004.

West Berkshire Council reserves the right to seek clarification of any information provided by the Relevant Organisation at any time.

To assist in the evaluation of the responses to the PQQ, West Berkshire Council reserves the right to seek clarification and may require applicants to attend an interview to clarify any outstanding issues arising from the responses to the PQQ.

DECLARATION OF TENDERERS

	Yes	No
Does your bid form part of a consortium?		

The undertaking should be signed:

- a) where the applicant is a partnership, by two duly authorised partners; or
- b) in the case of a company (or consortium), by two Directors or a Director and the Secretary of the Company (or in the case of a consortium, of each company in the consortium).

Each Relevant Organisation will be required to complete this form.

NAME OF ORGANISATION:	
ADDRESS:	
PERSON APPLYING ON BEHALF OF THE ORGANISATION:	
POSITION IN ORGANISATION:	
TELEPHONE NUMBER: EMAIL: FAX:	

When you have completed the questionnaire, please read and sign the section below.

I /We certify that the information supplied is accurate to the best of my/our knowledge and that I/we accept the conditions and undertakings requested in the questionnaire. I/We understand that false information could result in my/our exclusion from tendering for the contract.

I/We also understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body.

I/We also understand that in the event of West Berkshire District Council entering into a contract with me/us the answers to the questions set out in this questionnaire will be binding upon me/us and any misrepresentation may lead to termination of the contract.

I/We understand that West Berkshire District Council is not obliged to accept any proposal submitted, or to enter into a contract with any contractor and that I/we have no claim on West Berkshire District Council for any costs or expenses incurred in applying for inclusion in the list of Bidders.

I/We confirm that I/we have read thoroughly all documentation issued by or on behalf of West Berkshire District Council in respect of the application for inclusion in the list of Bidders, and that no representation or warranty, express or implied, is or will be made or given in relation to the accuracy or the completeness of any of the information contained in such documentation or otherwise provided by or on behalf of West Berkshire District Council (in writing or otherwise) to me/us or my/our advisers and (save in the case of fraudulent misrepresentation) no responsibility or liability is or will be accepted by West Berkshire District Council or by any Members, officers, employees, agents or professional advisers in relation to such information. I/We confirm that I/we have not relied upon any information provided by or on behalf of West Berkshire District Council (in writing or otherwise).

I/we confirm that I am/ we are acting as principal and not as nominee, trustee, agent or broker for any other person and that, if invited to bid, I/we will do so only as a body corporate, or as a partnership, or as a single individual, or as a group of connected individuals (within the meaning of paragraph 5(1) of the Financial Services Act 1986 (Investment Advertisement) (Exemptions) (No 2) Order 1988.)

Signed Date

Signed Date

For and on
behalf of:

A. LEAD ORGANISATION INFORMATION

Questions A1 to A4, to the extent applicable, are to be completed by the Lead Organisation where a consortium or group, or if the Bidder is a sole organisation, that organisation.

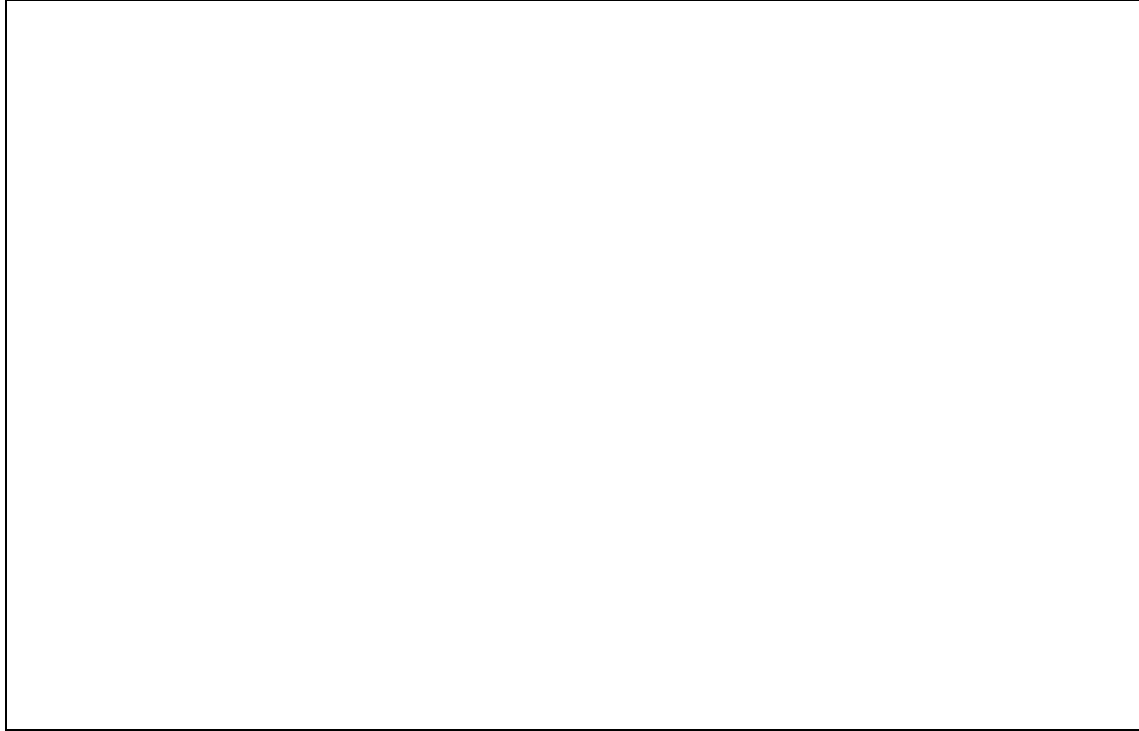
A1 – Name of the organisation that will act as a Lead Organisation for this project and each of its Relevant Organisations.

	Organisation Name	Service To Be Delivered
Lead Organisation (Relevant Organisation No.1)		
Relevant Organisation No.2		
Relevant Organisation No.3		
Relevant Organisation No.4		
Relevant Organisation No.5		
Relevant Organisation No.6		

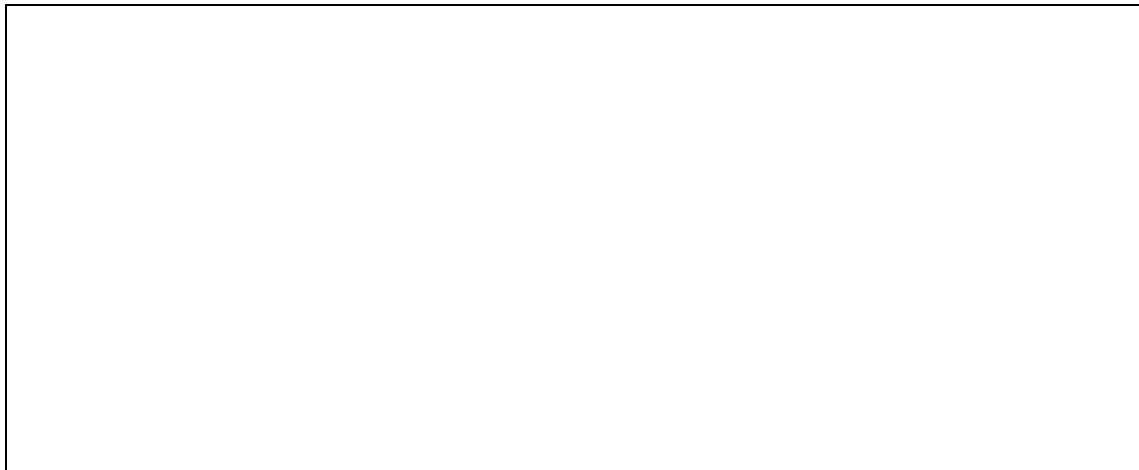
A2 – Name and contact details for principal contact:

Name:
Address:
Email:
Telephone:
Fax:

A3 – Provide an organisation chart and details of the relationship between the Relevant Organisations and state whether this may change during the design, installation and operational phases of the contract.



A4 – Provide details of the likely share holding of each Relevant Organisation in the service delivery vehicle for this project.



B COMPANY INFORMATION

This section should be completed by all Relevant Organisations including the Lead Organisation. If further space is needed to answer any question please complete on a separate sheet clearly marking upon it the question to which it relates.

General Information

B1 – Organisation Name

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B2 – Provide details of registered office, registered number and date of registration of company. If not a company, provide status of organisation, including details of the trading address.

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B3 – Organisation Information

Type of organisation (public/private limited company, partnership etc):
Please enclose a copy of the Company Certificate of Incorporation (if applicable) and any certificate of incorporation on change of name. Enclosed: YES /NO
VAT number:

B4 – Contact Details:

Correspondence address (if different from B2):

Telephone Number:

Email Address:

B5 – Provide details of the organisation’s main area of business and confirm (in the case of a company) that the objects set out in the Memorandum of Association include the provision of such services as are described within the Information Pack.

B6 – If the Relevant Organisation is a limited company, where it is a subsidiary of another company, please provide details of the name of the holding or parent company.

B7 – Confirm and sign the statement relating to good standing set out in Appendix 3. The Council may also seek evidence at a later date, in confirmation of the answer.

Details of Directors and Partners.

B8 – Have any of the Directors or Partners:

a) Been employed by this Council?

YES/NO

b) Had a relative/s who is employed by West Berkshire Council at a senior level or is a Councillor?

YES/NO

If the answer to either (a) or (b) is yes please give details.

Legal Eligibility

B9 – Provide details of any court actions in which the Relevant Organisation has been involved over the last three years with a judgement debt of over £10,000 enforced against the organisation.

B10 – Provide details of any pending or threatened litigation relevant to the provision of a waste management service that is currently outstanding against the Relevant Organisation.

B11 – Provide details if the Relevant Organisation has at any time:

- a) being an individual been made bankrupt, had a receiving order or administration order made against them, made any composition or arrangement (whether formal or informal) with or for the benefit of their creditors or has made any conveyance or assignment for the benefit of their creditors or has had an interim receiver of their property appointed under Section 286 of the Insolvency Act 1986 or has been made the subject of an application for an interim order under Section 253 of the Insolvency Act 1986;
- b) being a partnership or co-operative, been involved in dissolution or termination;
- c) being a partnership:

- entered into a voluntary arrangement under clause 4 of the Insolvent Partnership Order 1994 (“the Order”), or
 - had a petition presented to any court for its winding up under clauses 7 and 8 of the Order, or
 - had a petition presented to any court for an administration order under clause 6 of the Order, or
 - presented a petition for winding up under clauses 9 and 10 of the Order, or
 - presented any joint bankruptcy petition under clause 11 of the Order.
- d) being a company passed a resolution for winding up or been subject to an order of the Court for winding up otherwise than for the purposes of a bona fide reconstruction or amalgamation, or been the subject of any voluntary arrangement under Section 1 of the Insolvency Act 1986 or had a receiver, manager administrator or administrative receiver on behalf of a creditor appointed in respect of the company’s business or any part thereof.

B12 – Provide details if the Organisation, or any proprietor, director partner or associate thereof ever in the course of his business:

- a) has been convicted of a criminal offence relating to the conduct of that business,
or
- b) has committed an act of grave misconduct in the course of that business.

B13 –Provide details of any successful prosecutions against the organisation in the last 3 years under any of the provisions set out in Appendix 1 of this questionnaire or any other Environmental, Health and Safety or Transport related legislation.

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B14 – Provide evidence of the Public Liability Insurance, Professional Indemnity Insurance and Employer Liability Insurance for the Relevant Organisation. Evidence should include the name of the insurers, policy numbers, expiry date, any aggregate of events for claims and limits for any one event and the excesses under the policy.

(i) Public Liability Insurance

Name of Insurers:
Policy Numbers:
Expiry Date:
Limit for any one event:
Excess/ Deductible:
Limit in any one period of insurance if applicable:

(ii) Professional Indemnity Insurance

Name of Insurers:
Policy Numbers:
Expiry Date:
Limit for any one event:
Excess / Deductible:
Limit in any one period of insurance if applicable:

(iii) Employer Liability Insurance

Name of Insurers:
Policy Numbers:
Expiry date:
Limit for any one event:
Excess/ Deductible:
Limit in any one period of Insurance if applicable:

B15 – Please provide the annual aggregate total in relation to all insurance policies held by each Relevant Organisation.

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C FINANCIAL AND ECONOMIC INFORMATION FOR EACH RELEVANT ORGANISATION

These questions are to be completed by each Relevant Organisation on separate sheets, if applicable.

C1 – Name of the Relevant Organisation

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C2 – Name and Address of Bankers

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C3 – Name and Address of Auditors

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C4 – Provide copies of the previous three financial years audited accounts. If you are a partnership please request a separate partnership question from wastepfi@westberks.gov.uk

ENCLOSED: YES/NO

C5 – Provide details of the Relevant Organisation’s overall turnover and the turnover for Waste Management Core Services for the previous three financial years.

Overall Turnover	Year -	Year -	Year -
Waste Management Core Services			

C6 – Provide a statement, as at the last reporting date, of any contingent liability or loss (where not otherwise reported) that would require disclosure in accordance with International Accounting Standard 10.

C7 – Provide a statement that the ownership of the Relevant Organisation has not changed significantly over the past 12 months. Where applicable, please provide details.

C8 – Provide a statement that the Relevant Organisation has not been subject to a financial investigation by an accredited UK or EC regulator. Where applicable please provide details.

C9 – Provide a statement indicating the Relevant Organisation’s willingness to provide a performance guarantee under the terms of the Council’s contract.

Parent Company and Guarantees

Questions C10 to C12 are to be completed by the holding or parent company, or where different, the guarantor of each Relevant Organisation. Provide answers on separate sheets, if applicable.

C10 – Provide details of the Applicant’s Ultimate Holding Company, Parent Company or Guarantor if different to question B6.

C11 – Provide a statement of willingness to provide a Parent Company Guarantee direct to the Council to cover the Relevant Organisation’s performance under the terms of the Council’s contract.

C12 – Provide similar financial/economic information, in relation to the guarantor of the Relevant Organisation.

(a) Contact Details

Name:

Name and address of Bankers:

Name and address of Auditors:

(b) Provide copies of the previous three financial years audited accounts for the guarantor of the Relevant Organisation. If you are a partnership please request a separate partnership question from wastepfi@westberks.gov.uk

ENCLOSED: YES/NO

(c) Turnover information

Overall Turnover	Year-	Year-	Year-
Core Waste Management Services			

(d) Provide a statement, as at the last reporting date, of any contingent liability or loss (where not otherwise reported) that would require disclose in accordance with International Accounting Standard 10.

(e) Provide a statement that the ownership of the Relevant Organisation has not changed significantly over the past 12 months. Where applicable, please provide details.

(f) Provide a statement that the guarantor has not been subject to a financial investigation by an accredited UK or EC regulator. Where applicable please provide details.

(g) Provide details of any outstanding legal or financial claims the guarantor is subject to.

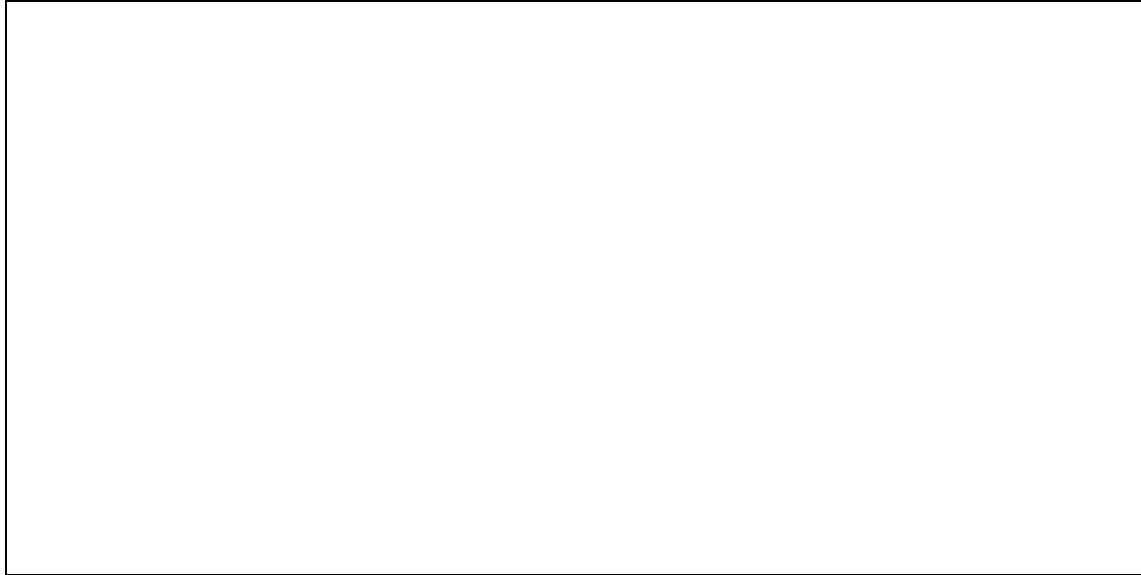
Ability and Approach to Raising Project Finance

Question C13 is to be completed by each Relevant Organisation.

C13 – Provide details as to prior experience in raising project finance. Information as to the form of that finance and, where the information is being provided by a Relevant Organisation, the role played by that Relevant Organisation in that project (i.e. Bidder, consortium member etc.).

Question C14 is to be completed by the Lead Organisation.

C14 – Provide details of the proposed approach to finance for this project and the structure that funding will take. Details should also be given as to the process by which the organisation intends to secure the finance required, including where appropriate the proportion of equity to be provided and the likely sources of external funding and its form.

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D TECHNICAL CAPACITY AND ABILITY OF RELEVANT ORGANISATIONS

All questions are to be completed by each Relevant Organisation, on separate sheets, if applicable.

Project Experience

D1 – Reference Projects: Provide details of current and recent (those that may have terminated or expired within the past 3 years) major integrated or part integrated waste management contracts where you are, or have been involved in the delivery, which the Relevant Organisation has bid for, participated in, or those contracts where the Relevant Organisation has provided services comparable with its proposed role within this consortium or group. Provide the full names and addresses of relevant client/customer contacts in order that references may be taken up.

Name of contracting organisation	
Address of contracting organisation	
Contract title	
Contact officer: Tel number: Email:	
Is the contract a PFI , PPP or other type of waste management contract? (please state)	
Description of services and works provided by contractor as part of the contract.	
Key facilities used in the provision of services and works (please note Appendix 2 should be completed)	
Total contract value (£)	
Annual contract value (£)	

Funding raised and funding source	
Contract start date	
Where are you in the contract process?	
Contract completion date	

D2 – Provide details of all contracts (waste management and non-waste management) current and recent (those that may have terminated or expired within the past 3 years) that are or have been provided to West Berkshire Council.

West Berkshire Council Service Unit	
Contract title	
Description of services and works provided by contractor as part of the contract.	
Total contract value (£)	
Annual contract value (£)	
Contract start date	
Contract completion date	

Repeat these tables as required.

D3 – Provide details of any Contracts to which the Relevant Organisation is a signatory over £3 million where there has been a failure to complete the contract on time or at all, or where there have been claims for damages, or where damages have been deducted or recovered, in either case only where the amounts exceed £50,000.00. Also details of any contracts terminated, partially terminated or employment determined. This statement should only take account of incidents in the past three years.

	Year-	Year-	Year-
Relevant Organisation			
Contracting Organisation			
Failures to complete the Contract			
Claims for damages			
Damages deducted or recovered			
Contracts terminated			
Contracts partially terminated (including service/works terminated)			
Employment terminated			

Technical Experience

D4 – Provide details of the relevant Organisation’s experience of providing the following core waste management services for municipal waste, either directly or by subcontracting. We acknowledge that organisations may not have experience in all of these areas.

Waste Management Services	Yes (please tick)	No (please tick)	Location	Details (including Contract values).If subcontracted, provide details.	References (The Council reserves the right to call in references)
Household waste collection					
Kerbside collection of recyclables					
Kerbside collection of green and/or biowaste					
Litter collection and street cleansing services					
Waste recycling and composting services					
Residual waste treatment and disposal					
Management and operation of civic amenity sites					

D5 – Does the Relevant Organisation have experience of providing the following municipal waste management service or activity either directly or by subcontracting? We acknowledge that organisations may not have experience in all of these areas.

Waste management services/ activities	Yes (please tick)	No (please tick)	Location	Details (including Contract values). If sub-contracted Please provide details.	References (The Council reserves the right to call in references)
Waste haulage					
Windrow composting					
In vessel composting					
Operation of waste transfer stations					
Operation of material recovery plant (MRF)					
Operation of mechanical and biological treatment plant(MBT)					
Operation of anaerobic digestion					
Landfill of waste					
Operation of thermal treatment and energy recovery plant(please specify type)					
Other waste treatment and recovery plant(please specify)					

Bring bank provision and servicing					
Waste awareness campaigns and educational services					
Ecology Village/ Resource Park management					
Marketing recycled and recovered materials					
Abandoned vehicles collection, treatment and disposal					
Fridge and freezer treatment and disposal					
Household clinical waste collection and management					

D6 – How many contracts does the Relevant Organisations have for the provision of municipal waste management services and facilities?

Number	Services (please tick)	Facilities (please tick)	Total value of contracts(£)
None			
1-4			
5-10			
>10			

D7 – How long has the Relevant Organisation been operating in the municipal waste management sector?

Years	Please tick
<1	
1-4	
5-10	
>10	

D8 – Please provide details of the Relevant Organisation’s experience of gaining waste management licences, PPC permits and planning permission (or equivalent) for the provision of the following facilities. The information provided should include details of the planning authority, facility type and scale (including throughput), location and year.

Facilities	Details
Waste education facilities	
Depots (for waste collection and street cleansing vehicles)	
Civic amenity sites/household waste recycling centres	
Transfer stations	
Materials recovery facilities	
Landfill sites	
Aerobic composting facilities	
Anaerobic digestion facilities	

Mechanical and biological treatment plant (MBT plant)	
Waste to energy or other thermal treatment facilities (please include any CHP plant)	
Ecology Village/ Resource Park (including eco-parks and similar developments)	
Integrated waste management facilities	
Bring bank sites	

Please answer the above question on a separate sheet and provide comprehensive details.

D9 – Provide details of the Relevant Organisation’s experience of production of all recycled and recovered materials/products from the facilities listed in D1, of comparable scale to that anticipated as part of this contract.

Materials/products	Location	Details (including annual throughput)
Paper		
Glass		
Metals (please specify)		
Plastics(please specify)		
Textiles		
Compost/soil improvers		
Energy		
Others (please specify)		

D10 – Please provide, if possible, two examples of existing contracts where the Relevant Organisation can provide demonstrable experience of the following activities:

Activity	Contracting Organisation	Contact at Contracting Organisation (including name, address & telephone number) The Council reserves the right to call in references.	Details (including objectives, performance indicators and delivery)
Partnering	1 2		
Best Value (or equivalent)	1 2		
Continuous Improvement	1 2		
Stakeholder engagement	1 2		

Staff Experience

Questions to be completed by each Relevant Organisation, on separate sheets, if applicable.

D11 – Please provide details of the Relevant Organisation’s current management structure (including waste service and facility operations).

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D12 – How many employees are there in the Relevant Organisation (waste management specific)?

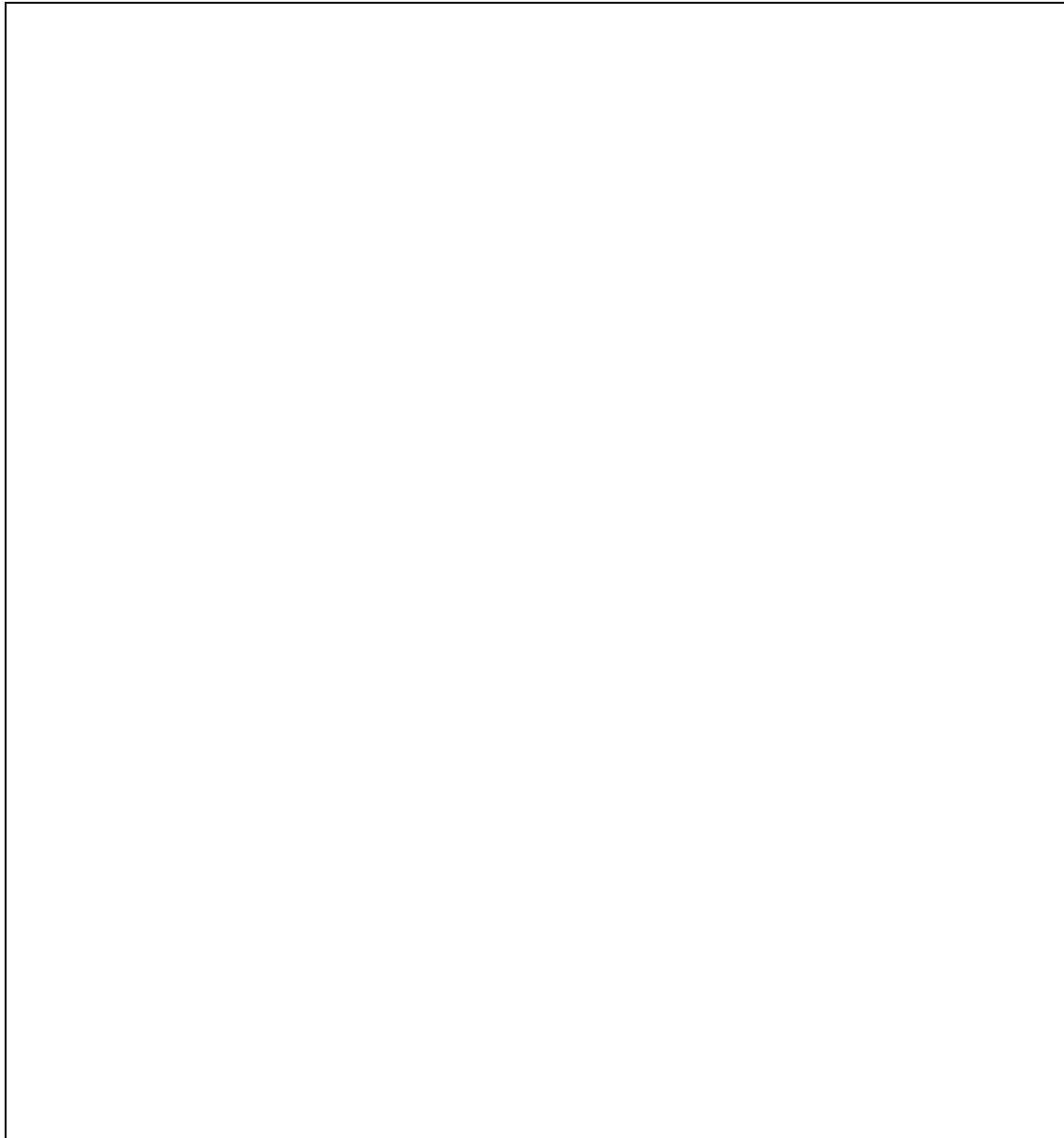
Number	Please tick
1-50	
50-100	
100-500	
>500	

D13 – Please provide details of the number of staff holding certificates of technical competence (COTC) and the levels/activities that these relate to.

D14 – Provide details of all the senior persons who have experience in the management, development and provision of services similar to those described in the Information Pack and who are likely to be involved in the running of the project for the Bidder, and state if these are different from those who will be involved in negotiations with the Council. CVs should be attached for the senior people.

D15 - Provide details for the Relevant Organisations of any awards or external quality accreditation schemes (e.g. BS EN ISO 9000:2000, BS EN ISO14001 or equivalents) subscribed to or achieved.

D16 – Provide details of the membership of relevant trade associations/ professional bodies of both the Relevant Organisation and the staff identified in D13 and D14.

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E EXPERIENCE OF WORKING ON SIMILAR PROJECTS

These questions are to be responded to by the Lead Organisation.

E1 – Provide details as to whether the Lead Organisation has worked or is working together with other members of the consortium or group on other similar Public Private Partnerships or PFI or equivalent projects. Disclose the date when this relationship started and whether the project has reached bidding stage, Preferred Bidder stage, or has reached financial close, has completed construction /installation, has been cancelled, or if none of these are applicable, the stage the project has reached.

E2 – Provide details where new relationships are being formed to create an organisation.

E3 – Identify any potential conflicts of interest that may arise if the organisation were selected (taking into account all Relevant Organisations).

F POLICY INFORMATION

F1 – What is the size of the Relevant Organisation? Please state number of:

a) partners; and

b) employees (including all full-time employees, apprentices, and other trainees).

F2 – Of the total number of employees in F1, how many are managers?

F3 - Is the Relevant Organisation part of a larger company, consortium or group? If it is, which of your employment policies do you determine, and which ones apply to all organisations within the company, consortium or group?

F4 – Is it your policy as an employer to comply with your statutory obligations under the Race Relations Act 1976, which applies to Great Britain or equivalent legislation that applies in the countries in which your organisation employs staff? Accordingly, is it your practice not to discriminate directly or indirectly on grounds of colour, race, nationality, or ethnic or national origins in relation to decisions to recruit, select, remunerate, train, transfer and promote employees? If yes, provide details.

F5 – In the last three years, has any finding of unlawful racial discrimination in the employment field been made against the Relevant Organisation by the employment tribunal, the employment appeal tribunal, or any court, or in comparable proceedings in any other jurisdiction?

YES / NO

F6 – In the last three years, has the Relevant Organisation been the subject of formal investigation by the Commission for Racial Equality (CRE), or a comparable body, on the grounds of alleged unlawful discrimination in the employment field?

YES / NO

F7 – If the answer to question F5 is yes, or in relation to question F6 the CRE or comparable body has made a finding adverse to the Relevant Organisation, what steps have you taken as a result of that finding?

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F8 – Does the Relevant Organisation comply with:

The Sex Discrimination Act 1975	YES/NO
The Disability Discrimination Act 1995	YES/NO
The Equal Pay Act 1975	YES/NO

F9 - Has any court or tribunal made any findings of unlawful sexual discrimination against the Relevant Organisation in the last three years?

YES/NO

If the answer to the question above is YES, detail the steps, which were taken in consequence of that finding.

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F10 – Enclose a copy of your company Health and Safety policy (covering General Policy, Organisation and Arrangements) as required by Section 2 (3) of the Health and Safety at Work Act 1974 and any codes of safe work practices issued to employees.

ENCLOSED: YES/NO

If your company policy does not detail any of the following, enclose written details of:

(a) Procedures to be followed in the case of emergency.

ENCLOSED: YES/NO

(b) Procedures for the reporting and recording of accidents and dangerous occurrences.

ENCLOSED: YES/NO

(c) First Aid Welfare Provisions

ENCLOSED: YES/NO

(d) Provision of appropriate clothing and equipment

ENCLOSED: YES/NO

To be completed by each Relevant Organisation.

F11 – Has your company ever been prosecuted or served notices by the Health and Safety Executive?

If the answer to the question above is YES please give details.

F12 – Has your company got an Environmental Policy? If so, please enclose.

ENCLOSED: YES/NO

APPENDIX 1

Prosecutions

- **Sections 92 (6), 93 (3) of the Control of Pollution Act 1974;**
- **Section 2 of the Refuse Disposal (Amenity) Act 1978;**
- **Section 9 of Food and Environmental Protection Act 1985;**
- **Transfrontier Shipment of Hazardous Waste Regulations 1988;**
- **Sections 1,5,6(9) and 7(3) of the Control Pollution Amendment Act 1989;**
- **Water Act 1989;**
- **Sections 23 (1), 33,34 (6), 44, 47 (6), 57(5), 63(2), 69(9), 70(4), 71(3) and 80(4) of the Environmental Protection Act 1990;**
- **Water Consolidation (Consequential Provisions) Act 1991;**
- **Clean Air Act 1993;**
- **Environment Act 1995;**
- **Goods Vehicles (Licensing of Operators) Act 1995;**
- **Special Waste Regulations 1996/972 as amended;**

And all other environmental, health and safety and transport related legislation.

***Note:* details of a conviction need not to be given where under the terms of the Rehabilitation of Offenders Act 1974 the conviction is spent.**

APPENDIX 2

Facility Information (for use in Question D1)

Type of Facility (please select one)	<input type="checkbox"/> Waste Collection	<input type="checkbox"/> Waste Recovery	<input type="checkbox"/> Waste Disposal	<input type="checkbox"/> Other
<i>CLIENT REFERENCE</i>				
Name of Client if different to D1				
Address.....				
Telephone Number.....		Fax Number.....		
Project Manager.....		Contact Name.....		
Email Address.....				
<i>CONTRACT DETAILS</i>				
Contract Number:				
Type of Contract	<input type="checkbox"/> PFI/Project Finance	<input type="checkbox"/> Design/Build	<input type="checkbox"/> Hard Specification	
(select applicable)	<input type="checkbox"/> Service contract	<input type="checkbox"/> Own	<input type="checkbox"/> Operate	
	<input type="checkbox"/> Other-specify			
Role in Project	<input type="checkbox"/> Design	<input type="checkbox"/> Construction	<input type="checkbox"/> Operate	
(select applicable):	<input type="checkbox"/> Manage as part of System			
	<input type="checkbox"/> Other - Specify			
Start Date (for role(s) noted):				

Scheduled Date of Completion at Start Date:	
Actual Date of Completion (for role(s) noted):	
Estimated Cost:	Actual Final Cost:
Name of Project Lead:	Telephone Number:
<i>FACILITY REFERENCE</i>	
Name of Facility or Service:.....	
Location:	
Description of Facility/Service (attach details):	
Area or Local Authorities served:	
Feedstock Description (attach composition):	
Design Capacity:	
Operating Capacity:	
Current Operating Throughput:	
Number of Shifts:	

PERFORMANCE OF FACILITY OR SERVICE

Regulatory Authority:

Name:

Address:

Telephone Number:

Fax Number:

Email Address:

Contact Name:

Most relevant governing Standards, Acts and/or Regulations (Including site licences):
.....
.....
.....
.....

Additional standards met by Facility or service
.....
.....

Have there been one or more incidents where applicable standards were not met?

- Yes, provide details on an attached sheet
- No

APPENDIX 3

To be signed by each Relevant Organisation.

STATEMENT RELATING TO GOOD STANDING

CRITERIA FOR REJECTION OF SERVICE PROVIDERS – in accordance with Article 29 of Directive 92/50 EC/Regulation 14 Public Services Contracts Regulations 1991 No.2680

West Berkshire Council Integrated Waste Management Contract

We confirm that, to the best of our knowledge:

The contractor/ tenderer named below (and its directors and partners where relevant) has not (or has not been):

- in a state of bankruptcy, insolvency, compulsory winding up, administration, receivership, composition with creditors or any analogous state, or subject to relevant proceedings
- convicted of a criminal offence relating to business or professional conduct
- committed an act of grave misconduct in the course of its business or profession
- failed to fulfil its obligations relating to the payment of social security contributions
- failed to fulfil obligations relating to the payment of taxes
- been guilty of serious misrepresentation in providing information required as set out in the preceding requirements and/or information required to be provided in response to the prequalification questionnaire.

or is in breach of other provisions of Article 29 of Directive 92/50 EC/Regulation 14 Public Services Contracts Regulations 1991 No.2680.

And further confirms that, where applicable:

- where licensing and/or membership of a specified organisation is required (in the EU member state where it is established) in order to provide the Services then it holds the relevant licence and/or membership
- It is registered with the appropriate trade or professional register.

Signed:.....

Name:

Position:.....

Name of Contractor/

Tenderer:.....

There are detailed rules on what constitutes sufficient registration: a certificate of incorporation at Companies House is sufficient for UK established companies.